

DOCUMENT RESUME

ED 171 174

HE 011 097

TITLE National Development Through International Education. IIE Services for Governments and Universities of Developing Countries.

INSTITUTION Institute of International Education, New York, N. Y.

PUB DATE [79]

NOTE 17p.

AVAILABLE FROM Institute of International Education, 809 United Nations Plaza, New York, NY 10017

EDRS PRICE MF01/PC01 Plus Postage.

DESCRIPTORS College Faculty; College Students; *Consultation Programs; *Developing Nations; *Educational Administration; *Educational Programs; Foreign Countries; Higher Education; *International Education; Nonprofit Organizations; Recruitment; Staff Improvement; *Technical Assistance

IDENTIFIERS *Institute of International Education NY; Professional Development

ABSTRACT

Services for governments and universities of developing countries offered by the Institute of International Education (IIE), an organization that sponsors international educational programs and provides technical cooperation to governments in education administration, are outlined. Degree and certificate programs, special courses, short-term visitors, and internships offered in the United States by the IIE are described. Technical cooperation functions of IIE include faculty recruitment, recruitment of experts and consultants, in-country training programs, seminars and conference management, and purchasing services. Staff training and support services for government programs include consultation and staff-training programs and computer services.

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NATIONAL DEVELOPMENT THROUGH INTERNATIONAL EDUCATION

ED171174



IIE SERVICES FOR GOVERNMENTS AND UNIVERSITIES OF DEVELOPING COUNTRIES

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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Institute of International Education

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Pearl Millet. Developing improved varieties of pearl millet is one of the research programs of the International Crops Research Institute for the Semi-Arid Tropics (ICRISAT) in India. IIE provides administrative support services for ICRISAT and 13 other international research centers in Africa, Asia, Latin America, and the United States.

THE NEED FOR TRAINED MANPOWER

Rising demand for higher education and trained manpower around the world results in a continuous flow of students and specialists from other countries to the United States and of U.S. faculty and advisers abroad. This interchange enriches the lives of thousands and contributes greatly to international development.

A successful international educational experience is the result of careful management and planning. This is true for both the international student coming to the United States and the U.S. educator or specialist on assignment overseas.

The Institute of International Education has sixty years of experience in ensuring the success of educational interchange. It has developed ever more effective means of assisting the student, specialist, and scholar in their professional development. IIE is equally well qualified to identify U.S. specialists for service abroad.

IIE services to governments, universities, and other institutions planning to send students, teachers, and specialists to the United States for education and training, or wishing to select U.S. professionals for positions in their universities and research institutes, are described in this booklet. Major services are listed below. A more detailed description follows.

IIE CAN:

Assist international students and scholars in the U.S. Services include academic placement and English language training, monitoring academic progress, financial management, and other services.

Program short-term visitors. IIE plans itineraries, schedules appointments, and offers financial management.

Recruit university and school faculty. The Institute identifies, screens, and interviews candidates.

Recruit experts and consultants.

Arrange home-country training programs and short courses. Services include curriculum development, faculty selection, and administration of training activity.

Arrange seminars and conferences.

Purchase materials for educational development. IIE secures competitive bids, purchases and forwards, and provides financial administration.

Provide technical cooperation to governments in international education administration. Services include consultation, staff training, and the use of IIE computer services for managing international-study programs.

The Institute of International Education (IIE)

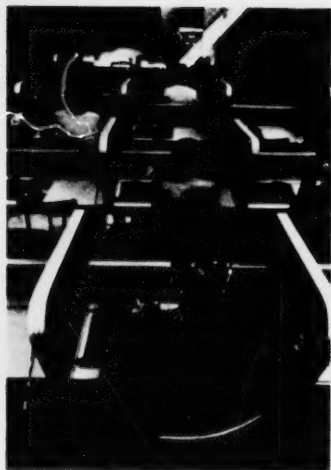
IIE is a private, non-governmental, not-for-profit organization founded in 1919 and incorporated under the laws of the State of New York. It maintains headquarters in New York and branch offices in seven U.S. cities and six cities abroad.

Each year approximately 5,500 students and specialists from about 125 countries study in the United States under IIE-administered programs.

More than 500 U.S. researchers and scholars currently carry out technical-assistance assignments abroad under IIE auspices.

Sponsors and Sources of Funds

IIE is a planning and administrative organization which offers expert services to a variety of sponsors of international education programs. Sponsors supply the required funding and determine each project's objectives. Sponsors for which IIE has worked in recent years include the U.S. Department of State, the Governments of Venezuela and Brazil, the International Agricultural Research Centers, UNESCO, the Ford Foundation, and Harvard University.



Language laboratory. IIE places grantees who need English-language training in special programs where they can gain essential skills in the briefest time.

IIE SERVICES FOR GOVERNMENTS AND UNIVERSITIES OF DEVELOPING COUNTRIES

EDUCATION AND TRAINING IN THE UNITED STATES

Degree and Certificate Programs

Governments and other sponsors wishing to send individuals to the United States for technical training or university degrees may call upon IIE to:

Locate the most suitable academic programs for each individual, based on his or her needs and previous education. IIE has extensive knowledge of U.S. school and university curricula and standards. IIE specialists evaluate applications, identify appropriate academic programs, arrange for students to be admitted, and, in certain cases, seek partial financial assistance for students in the form of assistantships or tuition waivers.

Arrange English language training for individuals who require it prior to their regular academic programs.

Sponsor visas. IIE is authorized by the U.S. Government to issue Certificates of Eligibility enabling foreign individuals to receive Exchange Visitor visas.

Monitor grantees' progress. Professional staff in IIE's seven U.S. offices maintain frequent contact with students and their campus advisers and provide periodic reports to sponsors.

Provide financial and data management. IIE prepares detailed individual and project budgets based on a continuing survey of educational costs in the United States. Using a fully computerized financial and data management system, the Institute disburses grant funds to individuals and transmits financial reports and basic data reports on individual grantees to sponsors.

THE ADVANTAGES OF USING IIE

Skilled Evaluation and Program Selection. Over 3,000 fully accredited institutions of higher education exist in the United States. In addition, there are 7,500 postsecondary technical and vocational schools. The quality of their faculty and curricula is extremely diverse. It is difficult for anyone not thoroughly knowledgeable about these schools to evaluate them. Should a foreign student or his sponsor select the wrong institution initially, the student will waste precious time and incur extra expense transferring to another school.

IIE's academic placement experts are experienced in evaluating foreign-student credentials and in matching foreign students with appropriate U.S. educational institutions. By using IIE's placement service, sponsors make sure that their students will be properly placed and, as a result, will complete their studies in the shortest possible time at minimum cost.

Regular Progress Reports. Sponsors need to know where their students are studying, how well they are performing, and when they will complete their studies and return home. IIE's supervisory services provide precisely this kind of information. In addition, they assure that students remain



Agricultural development.
Above, a tractor in modern
Brazil; below, a plough in
ancient Egypt. IIE provides
services for agricultural-
development programs in
both countries today.



in the programs to which they were assigned and that they return to their home countries upon graduation. IIE supervision also assures the sponsor of full and timely reports on students' academic progress.

Audited Financial Records. The cost of education in the U.S. varies widely. Sponsors must have current information on specific costs in specific locations to minimize overall expenses. IIE conducts a continuous survey of the costs of attending hundreds of colleges and universities. It uses these up-to-date data in preparing budgets for the students whose programs it administers. IIE also provides sponsors with regular detailed computerized financial statements which give a complete, audited record of all financial transactions.

Special Courses, Short-Term Visitors, and Internships

Governments and other institutions planning to send individuals to the United States for special formal training programs or nonformal educational experiences may obtain the following services from IIE:

Planning of individual programs. Depending on the sponsor's requirements, these services can include (1) identification of special academic or training needs; (2) arrangement of appointments with key individuals and leading institutions in the visitor's field; (3) location of internship opportunities.

Administering all aspects of the program. IIE staff registers trainees in courses, coordinates and schedules appointments and makes travel arrangements for short-term visitors, and negotiates internships for those seeking practical experience.

Financial Management. IIE prepares budgets, disburses funds, and provides regular detailed reports on expenditures.

THE ADVANTAGES OF USING IIE

The United States' vast educational system offers many opportunities for students, advanced scholars and professionals to learn new skills and upgrade old ones. IIE has an experienced staff of program planners who specialize in tailoring learning experiences for individuals who wish to advance in their field through some form of nondegree or nonformal education.

WHO USES IIE'S EDUCATIONAL AND TRAINING SERVICES

Every year, IIE administers close to 300 programs for U.S. and other government agencies as well as for universities, research centers, foundations, corporations, international organizations, and binational agencies. A few outstanding examples are:

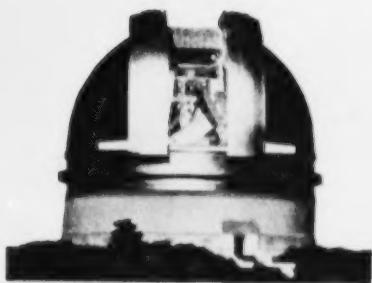
Fulbright Grantees. For more than 30 years IIE has placed, supervised, and provided financial administration to advanced students, scholars, and professionals for the Mutual Educational Exchange (Fulbright) Program, first for the U.S. Department of State, now for the International Communication Agency. These services have been provided for as many as 6,500 foreign graduate students at one time.

International Visitors. The International Communication Agency also contracts with IIE for the administration of programs for participants in the U.S. agency's International Visitor Program, through which distinguished foreigners spend short periods in the United States.



Frontiers of knowledge.

Above, prehistoric Stonehenge; at right, today's Palomar Observatories. Under IIE-administered programs, scholars and scientists in every field cross national boundaries to explore the past and shape the future.



The Venezuelan Government. From 1974-1978, IIE assisted the Government of Venezuela in establishing a massive program of scholarships for national development, through which Venezuela is providing university education to thousands of young people who otherwise would have missed that opportunity. About 3,500 of these students came to the United States under IIE auspices for preparatory English language training, undergraduate and graduate education.

UNESCO. Approximately 5,000 students, scholars, and professionals sponsored by UNESCO have pursued academic and short-term programs in the U.S. since 1947. IIE supplied both students and short-term visitors with the full range of its support services.

TECHNICAL COOPERATION

Faculty Recruitment

Universities, technical schools and other educational institutions seeking foreign faculty for short- or long-term assignments may engage IIE to provide any or all of the following services:

Identifying well-qualified candidates. IIE has many resources for locating candidates. They include: (1) 500 U.S. colleges and universities which support IIE and participate in special Institute programs as IIE Educational Associates, (2) a computerized index of U.S. university curricula, (3) seven IIE U.S. regional offices which maintain close ties with local universities, and (4) overseas personnel who were employed through IIE in the past; these now number over 2,500.

In addition, IIE also employs a variety of other recruitment and advertising techniques.

Screening and Evaluation Procedures. To ensure that each candidate for employment is well qualified, IIE staff (1) reviews applications and credentials carefully, (2) solicits references from professional colleagues, and (3) arranges a personal interview by experts to test professional and personal qualifications (or arranges for sponsor representatives to interview candidates in the U.S. or abroad).

Administrative Support for Expatriate Faculty. Sponsors may also request IIE to provide expatriate faculty with payroll, insurance, a retirement option, visa clearances, and shipment of household effects.

Orientation of Expatriate Faculty. Newly appointed U.S. faculty can be sent to IIE prior to overseas departure for orientation to the host country and its educational institutions.

THE ADVANTAGES OF USING IIE

It is possible for any organization to recruit faculty candidates through a newspaper advertisement. Many overseas institutions do so. The most important step, however, is screening and evaluating these applications to weed out the unqualified. That takes experience and intimate knowledge of U.S. education and professional practice—something IIE's staff has. IIE also has access to candidates through better sources than newspapers. For the sponsor who does not wish to interview candidates himself, IIE will create interview committees of leading experts.

WHO USES IIE'S RECRUITMENT SERVICES

Some examples:

USAID Since 1976 IIE has been under contract to the U.S. Agency for International Development to recruit 60 agriculturalists and academicians in various disciplines to work and teach in Africa.

Developing-Country Universities. During the spring and summer of 1977 IIE supplied candidates to fill 15 positions at the University of Botswana.

United Nations University. IIE was chosen to recruit personnel for five professional and faculty positions at the new United Nations University in Tokyo.

Recruitment of Experts and Consultants

Government agencies and other organizations which desire the assistance of individual consultants or teams of experts—for short- or long-term assignments— may turn to IIE for:

Identification of experienced candidates. IIE uses most of the same recruitment resources as it does for faculty, as well as its knowledge of leading individuals in selected fields.

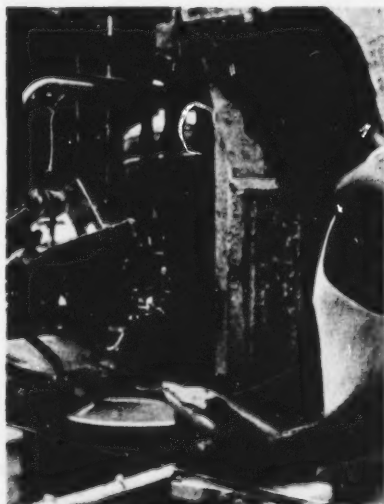
Screening and evaluation procedures, as described above.

Administrative support, comparable to that provided to expatriate faculty.

Orientation on assignment and host country.

THE ADVANTAGES OF USING IIE

By virtue of its longstanding association with educators, government experts, and professionals, IIE is in an excellent position to identify the key people in



Craftsmanship. A modern ceramics factory in Ceylon. IIE programs help developing countries build modern technologies on a base of traditional talent and skill.

many fields who may be available for assignments abroad. This network of associations also enables IIE to evaluate credentials confidentially.

WHO USES IIE'S CONSULTANT RECRUITMENT SERVICES

Some examples:

Governments. In 1976 the Government of the Sudan requested that IIE send a team of U.S. experts to evaluate the capacity of its higher education system to produce the manpower needed for economic development. The team completed its work and submitted its report early in 1977.

Universities. In 1976 and 1977 IIE arranged for teams of U.S. university leaders to meet in Kuwait and Saudi Arabia with their counterparts from Arab universities to discuss mutual interests and problems and ways to strengthen relations between universities in the U.S. and the Arab world.

In-Country Training Programs

Government agencies or educational institutions wishing to organize training programs using U.S. teachers and advisers may contract with IIE for:

Identification of teachers and/or advisers.

Assistance in drafting program curricula.

Assistance in preparing teaching materials and texts.

Evaluation of results and assistance in planning follow-up activities.

THE ADVANTAGES OF USING IIE

In-country training with the help of U.S. faculty and advisers is an efficient means of training large numbers of people when there are too few adequately trained local teachers available. This can be far less expensive than sending individuals abroad. It can also have the advantage of relating training experiences to local conditions.

IIE's ability to recruit capable faculty ensures that such programs will communicate the most current and useful theory and practice.

WHO USES IIE'S IN-COUNTRY TRAINING PROGRAMS

Example: For four years IIE conducted science and technology teacher training courses for postsecondary teachers in East Pakistan. The project reached two-thirds of the college and polytechnic faculty in the country, introducing new concepts, new approaches to teaching, and new teaching materials.

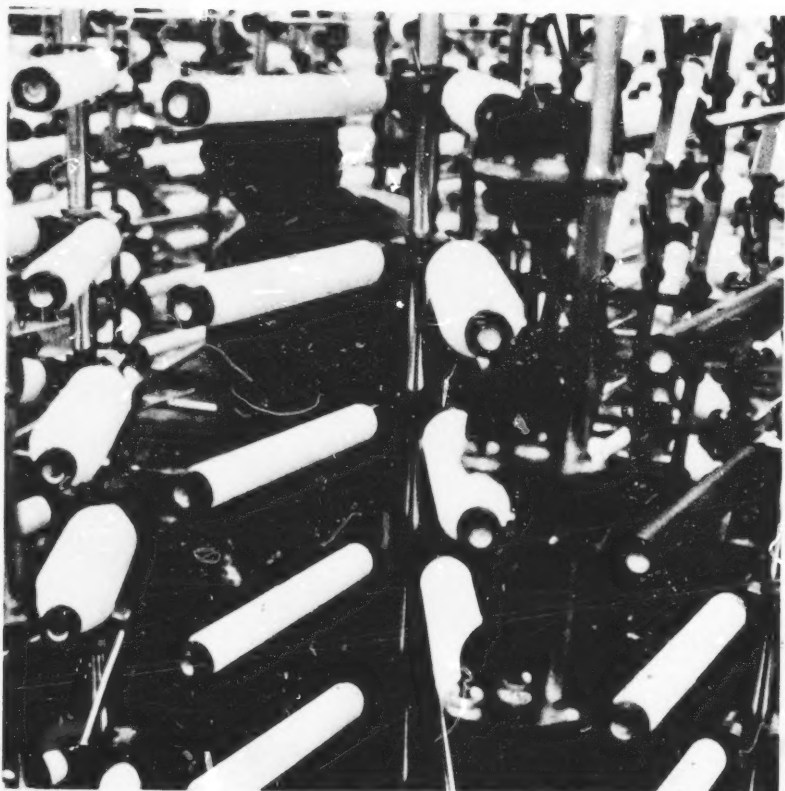
Seminars and Conference Management

Governments wishing to organize conferences, seminars or other types of meetings in the United States or elsewhere may contract with IIE for:

Assistance with agenda preparation.

Identification of appropriate participants.

General administration, including site selection, housing and travel arrangements, printing and duplicating, public relations, and reports.



Art and industry. Above, a new Iranian textile plant; at right, an old Peruvian textile. IIE international study programs foster artistic as well as technological development.



THE ADVANTAGES OF USING IIE

Foreign governments frequently wish to conduct meetings in the United States or in third countries with U.S. participants. In most cases they need help from a U.S.-based organization that knows U.S. conference facilities, can identify potential candidates quickly, and is able to coordinate all aspects of conference administration. IIE has a conference management staff and an eminent record of organizing both small and large conferences in the United States and overseas.

WHO USES IIE CONFERENCE MANAGEMENT SERVICE

Within the recent past IIE has cooperated with government-sponsored organizations to conduct conferences on higher education in Sapporo, Japan; Kuwait; and Dharhan, Saudi Arabia.

Purchasing Services

Government agencies and other institutions wishing to purchase goods and materials abroad may turn to IIE for:

Research on availability of products in the U.S. and elsewhere.

Selection of reliable manufacturers or suppliers.

Securing of competitive bids.

Bid analysis.

Vendor negotiations.

Export arrangements, including transportation, insurance and export documentation.

Payment of invoices.

THE ADVANTAGES OF USING IIE

The agency or organization which needs small-to-moderate quantities of various items to stock a laboratory, an office, a classroom, or a repair shop, or which needs books and journals for a library, will find IIE's Purchasing Services Division particularly useful. The experienced staff will quickly reach the most reputable manufacturers and suppliers, secure bids, and complete all other pre-delivery requirements. Through large-volume buying, IIE obtains substantial discounts and passes them along to purchasers.

WHO USES IIE'S PURCHASING SERVICES

Some examples:

The "Green Revolution" Centers. Seven of the International Agricultural Research Centers, including the International Rice Research Institute in the Philippines and the International Institute of Tropical Agriculture in Nigeria, are procuring equipment and supplies ranging from test tubes to diesel tractors through IIE's Purchasing Services Division.

The Office of Rural Development of the Government of South Korea. is securing books and scientific equipment in the United States with help from IIE's Purchasing Services Division.

STAFF TRAINING AND SUPPORT SERVICES FOR GOVERNMENT PROGRAMS

Governments that want to develop or strengthen their capacity to manage their own foreign-study programs for students, specialists, and scholars may contract with IIE for consultant, staff-training, fiscal-management, and data-processing services.

Consultation and Staff-Training Programs

Consultant Services. IIE will send teams of experts to help manpower-development agencies to (1) plan international-education programs; (2) determine staffing and training requirements; and (3) design information-collection procedures and data-storage capabilities.

Classroom and On-the-Job Training. Experienced IIE employees will train a sponsor's own staff members in all aspects of international-education program administration. This training can be carried out either in the United States or in the home country.

WHO USES IIE'S CONSULTATION AND TRAINING SERVICES

Example: During 1977-1978, IIE trained Venezuelan staff members of the Fundación Gran Mariscal de Ayacucho (FGMA) in how to identify the best U.S. institutions for grantees' goals and qualifications; in how to monitor students' academic progress, and in related procedures. This training facilitated the transfer from IIE to FGMA of all these functions. (IIE continued to provide support services, however.)

Computer Services

Computer services are essential to the efficient functioning of any sizable educational exchange program. They are also complex and costly to install. IIE's computer capacity is available to sponsors at moderate cost. It reflects years of effort devoted to perfecting a system that will serve the specific needs of exchange-program sponsors. Sponsors may select specific services they want from a wide range. These services fall into two basic categories:

Fiscal Management. Sponsors can take advantage of IIE's computer services to prepare grantees' monthly maintenance checks, to make tuition and fee payments to colleges and universities, to pay insurance premiums and other such charges, and to make any other authorized disbursements. IIE will provide regular, certified, detailed reports of expenditures monthly, quarterly, semi-annually, or annually.

Data Storage and Retrieval. Sponsors can use IIE's computer services to maintain detailed records on all grantee programs for future statistical analysis and follow-up.

WHO USES IIE'S COMPUTER SERVICES

Example: When Venezuela's Fundación Gran Mariscal de Ayacucho took over from IIE the responsibility for administering its giant (3,500 students in the United States) fellowship program, it contracted to have IIE continue to prepare grantees' maintenance checks, make tuition payments to colleges and universities, and maintain student statistical reports.

For More Information

IIE would be pleased to provide additional information about any of the services described above. It also welcomes inquiries about other international education needs and interests of governments and overseas institutions.

Formal Proposals and Cost Estimates

A government wishing to receive formal proposals from IIE on any of its services should submit specifications of its needs. As a not-for-profit organization, IIE charges for its services on either a cost-reimbursable or fixed-fee basis. Cost estimates will be included in formal proposals or can be obtained separately by submitting project specifications. IIE staff is also happy to provide preliminary cost estimates and other data helpful in the consideration of a potential program.

Communications with IIE

Inquiries or requests for proposals should be addressed to:

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Institute of International Education
809 United Nations Plaza
New York, New York 10017

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